

How Do I Add a Position

NOTE: Only agencies with Delegated Classification Authority may add regular positions. All other agencies should contact the Division of Personnel Services.

SCENARIO: New Full-time, Temporary, Unclassified position

STEP 1: Select the menu hyperlinks in the following order:
Organizational Development, Position Management, Maintain Positions/Budgets, Add/Update Position Info

Expected Results: You should now see the Add/Update Position Info search page.

STEP 2: Select the **Add A New Value** hyperlink

Expected Results: The Add New Value dialogue will display.

STEP 3: Click the **Add** button.

Expected Results: The Description page will display with today's date in the "Effective Date" field.

STEP 4: Type the **Date** that the new position begins in the "Effective Date" field.

Expected Results: The effective date will display.

STEP 5: Click on the **Job Code field** and type the **Job Code** for this position and then hit **Tab**.

Expected Results: The job title, salary information, work period and standard hours will display.

STEP 6: Click on the **Reg/Temp** field and choose Temporary. Hit **Tab**.

Expected Results: The temporary status will display.

STEP 7: Click on the **Full/Part Time** field and verify it is **Full Time (default value)** for this position and then hit **Tab**.

Expected Results: The Full/Part Time option "Full Time" will display.

STEP 8: Type the **10-digit Department ID** where this position is assigned and hit **Tab**.

Expected Results: The Department description and Location information will display.

STEP 9: Click on the Company field. Type **SOK**.

Expected Results: The company "State of Kansas" will display

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STEP 10: Click on the Reports To field and type the **Position Number** of the supervisor for this position and then hit **Tab**.

Expected Results: The job title of the supervisor will display.

STEP 11: Move to the Specific Information page by clicking on the **Folder Tab** titled **Specific Information** (top of the page) or the **hyperlink** titled **Specific Information** (bottom of the page) or the **Next tab button** (bottom of the page)

Expected Results: The Specific Information page will display.

STEP 12: Click in the "**Position Pool ID**" field. Type the **Position Pool** for this position. Tab out.

Expected Results: The pool description will show.

STEP 13: Click on the **Classified Indicator**, use the drop down arrow to choose "**Unclassifd**" and hit **Tab**.

Expected Results: The Classified Indicator status of Unclassified will display.

STEP 14: Click on the FTE field. Type **1.0** and hit **Tab**.

Expected Results: The FTE will display.

STEP 15: Move to the Kansas Information page by clicking on the **Folder Tab** titled **Kansas Information** (top of the page) or the **hyperlink** titled **Kansas Information** (bottom of the page) or by the **Next tab button twice** (bottom of the page).

Expected Results: The Kansas Information page will display.

STEP 16: **Click** in the "County" field. Type the **county code** for this position and hit **Tab**.

Expected Results: The county will display.

STEP 17: Click the drop down arrow to choose an **Employee Class** and hit **Tab**.

Expected Results: The Employee Class will display.

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STEP 18: Click on **Work Schedule** field. Type the correct work schedule for this position and hit **Tab**.

Expected Results: The work schedule will display.

STEP 19: Click on the **Supervisory** field. Choose the a **supervisory value** and hit **Tab**.

Expected Results: The Supervisory level will display.

STEP 20: Click the drop down arrow to choose the **Designated/Commercial Driver designation** and hit **Tab**.

Expected Results: The Designated/Commercial Driver designation will display.

STEP 21: Click on the drop down arrow to choose the **Salary Authorized By designation** then hit **Tab**.

Expected Results: The Salary Authorized By designation will display.

STEP 22: Click the **Save** button.

Expected Results: The Save message will flash briefly on the screen.